



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Memorandum

To: District Administrators, District Construction Engineers, Engineering Bureau Chiefs,
Engineering Project Managers

From: Loran Frazier, Chief Engineer

Date: January 8, 2009

Subject: Field/Construction Activity Numbers

The memo titled "New Construction Activity Numbers" dated September 9, 2005 is rescinded and replaced with the following.

Management Memo 01-01 provides direction to employees regarding accurate coding of work time on timesheets. The memo states that employees should accurately charge their time to specific projects wherever possible. With the implementation of Indirect Costs, this coding is even more important. Please remind your staff to code time to projects whenever possible.

In addition to coding by project, it is important that we track coding by the type of activity the employee may be performing. We are required to track time spent on several specific areas. Activity numbers are used to further quantify these costs.

The following survey activity numbers are currently used in the Preliminary Engineering (PE) phase. Construction personnel can discontinue using the old CMS numbers for survey activities (e.g. A20, A40). Use these numbers instead when working on survey activities during the PE phase.

Survey Activities

Activity Number	Title	Description
500	Control Monumentation	Placement of control points and photo targets in accordance with the Survey Manual.
502	Control Survey	Field survey of preliminary survey control points, bench marks and photo control points.
504	Engineering Survey	Provide survey information needed for development of engineering plans from control network or from existing project control.
506	Additional Survey	Survey items in addition to or beyond those included in previous survey activities.
508	Stake Centerline & R/W	Staking centerline and right-of-way for total project.
510	Cadastral Survey	Recover and tie controlling property corners and property corners to the control network.

The following activity numbers have been in place. Continue to code your time to them when appropriate.

Construction Activities

Activity Number	Title	Description
065	Value Engineering Proposal Evaluation	Compliance with Standard specification 104.08. This should be used whenever staff is investigating VE proposals. This amount will be deducted from the total cost savings.
097	Contractor Construction Claims	This should be used whenever staff are reviewing or working on construction claims. This information will be used to track the resources associated with construction claims.
066	Value Analysis	This should be used when staff is actively involved in the value analysis process. The information will be used to track costs associated with Value Analysis Studies.
067	Design/Consultant Design Errors or Omissions	Compliance with Construction Memo dated June 11, 2004, "Procedures for Dealing with Construction Problems related to Design Errors or Omissions on Consultant Plans". This information will be used to track the costs associated with design errors and omissions.

If you have any questions on this memo, please contact Lisa Durbin at 444-0453 or Paul Jagoda at 444-2413.

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